

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH105100
	REVISION FINAL rev3
Subject: SHSD Industrial Hygiene Group's Role in Chemical HazMat Incidents	DATE 12/02/05
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1.0 Purpose & Scope

Purpose: The purpose of this procedure is to define specific roles, responsibilities, authorities, and accountabilities of the SHSD IH group and its interaction with other BNL organizations in the development, implementation and coordination of the emergency response to a BNL workplace spill/release of HazMat Chemicals or a Hazmat Transportation incident on the BNL site.

This SOP complements but does not over-ride any Emergency Services Division procedures, including EP-SOP-2.16 which defines the role of *Technical Specialist*.

This SOP cannot anticipate all hazards and exposure scenarios that may be encountered in an actual emergency. Thus this SOP does:

- Not establish any mandatory action that must be taken.
- Not limit actions that in the judgment of the IHG personnel are prudent and necessary.
- Not limit the professional judgment of the IH Group personnel responding to an event.
- Not authorize IHG personnel to place themselves or others at an unacceptable risk. This includes not doing a particular action (that in the view of the IHG personnel at the scene is not prudent and safe), even if that action is a pre-defined step in another BNL SHSD procedure.

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2.0 Responsibilities

The BNL Emergency Response program is implemented through a matrix of several BNL organization units. Some roles in that program are implemented through the SHSD Industrial Hygiene Group.

- 2.1 The IH Group Leader is responsible to assign IH Group members to fill roles and to ensure the qualification of the assigned workers.
 - 2.1.1 The IH Group Leader is responsible to create a schedule of “on-call responders”. One IH group member is “on call” at all times. The “on call status rotates on a weekly basis. An example of the *IH Group Emergency Response Coverage List* is listed in **Attachment 9.3**. It is updated on an annual basis or as needed due to personnel changes.
 - 2.1.2 The IH Group Leader is responsible to provide telecommunication equipment for the “on-call responders” that facilitates their notification by the Emergency Response Organization. The work phone, pagers and home contact information for responders is listed in **Attachment 9.2**.
 - 2.1.3 The IH Group Leader designates professional Industrial Hygienists who have sufficient knowledge of chemical hazards, BNL operations, and OSHA & DOE drivers on HazMat Chemicals to fill the role of ***Technical Specialist***. These members respond to the scene of a HazMat chemical event or to the Emergency Operation Facility and serve as a technical resource to the Incident Commander and Crisis Manager.
 - 2.1.4 The IH Group Leader designates persons in the SHSD IH Group possessing specialized knowledge and skills in chemical detection equipment. Those persons operate from the IH Lab in Building 120 for equipment and sampling supply preparation.
 - 2.1.5 The IH Group Leader designates persons in the SHSD IH Group possessing specialized knowledge and skills in the use of chemical detection equipment. Those persons respond to the IH Lab in Building 120 to pick-up equipment and go to locations designated by the TEC and IC for detection of airborne or surface levels of chemicals at the scene of an emergency.
- 2.2 The SHSD persons assigned a role in the BNL Emergency Plan are responsible to act within:
 - This SOP,
 - SOPs established by the IH Group for chemical monitoring and personal protective equipment, including IH105150, and
 - Their role in the BNL Emergency Plan as defined in EP-SOP-2.16.

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3.0 Definitions

Technical Specialist (TEC): A person possessing specialized knowledge and skills that may be useful at the scene of an emergency. As per this SOP, the role is filled by an Industrial Hygiene professional that responds to the Incident Commander in an emergency.

IH Field & Lab Support: A person possessing specialized knowledge and skills in chemical detection equipment. That person will respond to the IH Lab in Building 120 to prepare and pick-up equipment and go to locations designated by the TEC and IC for detection of airborne or surface levels of chemicals at the scene of an emergency.

Incident Commander (IC): The BNL fire or police officer who is in charge of the scene at an emergency.

Command Post (CP): The site at the scene, typically the Fire Rescue vehicle, where the IC is located.

Emergency Operations Center (EOC): The building from which support and coordination with off-site organizations is performed. This is Building 599 (*BNL Fire House*) unless otherwise determined by the IC.

4.0 Prerequisites

Qualifications and training as described in Section 7.

5.0 Precautions

- 5.1 Do not respond to an event without understanding and completely complying with all requirements stated in **IH105150 Personal Protective Equipment for Chemical HazMat Incidents**.
- 5.2 Do not respond to Building 120 Lab if the area is involved in the event and thus has potential for exposure to responding personnel.

6.0 Procedure

The IH Group performs the following functions in preparation for emergencies and during chemical incidents to support the BNL Emergency Plan:

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6.1 Preparation of Procedures for Hazard Assessment and Exposure Monitoring:

The IH Group develops and revises Standard Operating Procedures and record-keeping forms for HazMat Chemical assessments and exposure monitoring. The IH Group has prepared procedures describing general exposure assessment principles, surface wipe sampling, specific instrument operating instructions, and calibration protocols and techniques.

6.2 Calibration and Maintenance of Exposure Monitoring Equipment: The IH Group develops and revises Standard Operating Procedures for meters, sampling trains and Chain-of-Custody.

Note: The IHG endeavors to maintain the equipment in a state of readiness for use by qualified TEC or IH Field Support to perform exposure assessments in an emergency. However, all equipment is not available at all times due to the dual purpose of the equipment, i.e. for routine IH sampling. Equipment may also not be available due to the need for repair and off-site calibration. Calibration of Portable test equipment used in this program will be done on a basis established in IH51660.

6.3 Training Development: The IH Group develops or reviews training material covering response actions to HazMat Chemical events.

6.4 On-call Status: A Nextel phone is rotated among the TEC responders on a weekly basis to serve as the *Toxic Technical Specialist*. The phone is named "IH ResponderA" in the BNL Outlook system or 631-365-5183. The week a person is on call, he/she is expected to provide 24/7 coverage and be within 1 hour travel time to BNL. The *IH ResponderA phone* is to in the person's possession and working at all times.

6.4.1 If the responder will be unavailable for over 1 hour at any time on the week, the responder is responsible to find a temporary substitute. The responder must get an agreement from the substitute to provide the coverage.

6.4.2 The switch between responders will occur at 8:30 am on Monday. Each IH Group responder is required to be aware of his/her position on the on-call list. If a person is not available to receive the equipment on the day of change over, it is the new on-call person's responsibility to find a substitute and then relay that information to the person to be relieved.

6.4.3 All other IH Group personnel should wear their paging equipment as much as possible when not on-call so as to be aware of incidents and be prepared to call/come in if needed.

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6.5 Technical Specialist (TEC):

- 6.5.1 Respond to the Command Post (CP) and report immediately to the Incident Commander (IC).
- 6.5.2 At the CP, verify that it is properly placed in relations to meteorological conditions and the potential hazard. Advise the Incident Commander if relocation of the CP is advised.
- 6.5.3 Summon additional IH and SHSD support, if needed. See Attachment 9.2 for contact information.
- 6.5.4 Coordinate with other IH Group personnel arriving at the scene, and determine the appropriate role for each person to maximize the overall effective of the IH Group's response.
- 6.5.5 Obtain information on /the real-time status of event. Determine the scope of the event and the potential exposure.
- 6.5.6 Verify that the scene is contained with a defined perimeter with limited access to prevent the spread of contaminants or exposure of personnel.
- 6.5.7 Determine the nature and severity of the hazard- type of agent- i.e. solid/liquid/gas, chemical or biological. If possible, interview "victims" on the scene and first responders who have access to information of the nature of the event. Use Attachment 9.1 or an equivalent, to record the event. Questions to ask include:
 - What was the chemical that was released ?
 - How was it opened/ spilled/ released ?
 - What type of exposure occurred to people?
 - Look for Signs/symptoms of illness,
 - What is the current status of the material- opened, covered ?
 - What is the potential for entrainment into the ventilation system ?
- 6.5.8 Verify that the correct PPE is in use by all responding. Refer to IH105150.
- 6.5.9 Obtain additional health and safety information on the substance(s) involved from MSDS, CMS, and other references sources, as needed. If the CP computer is activated, it can be used for obtaining information. If the CP computer is not activated, during work-hour events, the Technical Specialist should seek immediate help in obtaining this information by calling the CMS group at 344-4422 (MSDS); 344-2028 (CMS manager); 344-7325 or 344-2862 (CMS Team Members) or by calling another IH Group member. If the Technical Specialist needs to leave the CP to obtain vital information, verify leaving the CP with the IC prior to leaving.
- 6.5.10 Verify that a decontamination facility has been set up and activated, if appropriate.

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6.5.11 Determine if exposed persons require decontamination or if persons have already been decontaminated.

6.5.12 If the EOC is activated- the TEC is directed by the IC if he/she should leave the command post to occupy the EOC. Ideally, the EOC is to be manned by a second TEC who has been called in. If only one TEC has responded and no one else can be reached, ask the IC and LEC to determine where the available person provides the most useful service (incident scene or the EOC).

6.6 *IH Lab & Field Support:*

6.6.1 Respond to the IH Lab in Building 120 for equipment preparation.

6.6.2 Remain in communication with the TEC via the phone communications listed in Attachment 9.2

6.6.3 Follow the instruction and fill the requests of the TEC in preparing

- Field sampling equipment
- Personnel Protective Equipment or
- Technical references and resource material.

6.6.4 Obtain PPE for protection from the hazards in the incident.

6.6.5 Pick-up field sampling equipment

6.6.6 Go to locations designated by the TEC and IC for detection of airborne or surface levels of chemicals at the scene of an emergency.

6.7 **Entry into the "hot zone":** The IHG personnel (TEC or IH Field Support) may enter the hot zone to assess the situation, gain further information that requires the IH tools to obtain, take samples, etc. Do not go beyond the Command Post without the permission of the IC and the Personal Protective Equipment (PPE) required in IH105150 and qualification to wear the PPE.

6.7.1 Collect environmental samples or use direct reading equipment as per the IH75000 series.

6.7.2 Process collected media via IH51000 series.

6.8 **Exiting the "hot zone":** Follow all the decontamination procedures established by the Incident Commander and TEC.

7.0 Implementation and Training

Qualifications The IHG qualifies IHG personal who perform emergency response work by preparing and ensuring knowledge of documented procedures. Only IHG persons knowledgeable in these documents are authorized by SHSD to be part of the response to a BNL incident.

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7.1 **Technical Specialist** responders need to have:

- 7.1.1 HazWoper Section (q.) qualification.
- 7.1.2 All training requirements of the BNL Emergency Response Plan, including TQ-EP-015.
- 7.1.3 IH Group exercise attendance as HP-IHP-105100.
- 7.1.4 PPE qualification (if they are to enter the hot zone or go into adjacent areas to the incident for plume characterization or dispersion measurements.)

7.2 **IH Lab & Field Support** responders need to have:

- 7.2.1 Knowledge of the IH instrumentation and supplies.
- 7.2.2 HazWoper Section (q.) qualification.
- 7.2.3 All training requirements of the BNL Emergency Response Plan.
- 7.2.4 PPE qualification appropriate for entry into the hot zone or area adjacent to the incident for plume characterization or dispersion measurements.

8.0 **References**

- 8.1 BNL SHSD Procedures: *IH105150*.
- 8.2 *29CFR1910.120 OSHA Hazardous Waste Operations and Emergency Response Standard*
- 8.3 *DOE Order 440.1A*

9.0 **Attachments**

- 9.1 ***BNL SHSD Chemical HazMat Incidence Report***
- 9.2 ***Sample of the IH Group Emergency Responder Contact Information***
- 9.3 ***Sample of the IH Group Emergency Response Pager Coverage List***
- 9.4 ***Sample of the IH Roles Qualification form***

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10.0 Documentation

Document Development and Revision Control Tracking		
Prepared By: <i>(signature/date on file)</i> R. Selvey 02/26/04 Certified Industrial Hygienist	Reviewed By / Date: <i>(signature/date on file)</i> J. Peters 02/27/04 Certified Industrial Hygienist	Approved By / Date: <i>(signature/date on file)</i> R. Selvey 02/27/04 IH Group Leader
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>none</i>
QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>none</i>	Filing Code: IH52.05
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 10/14/05
ISM Review - Hazard Categorization <input type="checkbox"/> High <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input checked="" type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	IMPLEMENTATION: Training Completed: 10/14/05 Procedure posted on Web: 10/14/05 Hard Copy files updated: 10/14/05

Revision Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above		
Section/page and Description of change: Revised Section 7 to include specific reference to TQ- EP-015. Added attachment 9.4 <i>Qualification Record</i>		
<i>(signature/date on file)</i> R. Selvey 03/01/04 SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above		
Section/page and Description of change: Change in call-out on-call from 2 responders on monthly cycle, to 1 responder on weekly cycle. Changes in Section 2 and 6 reflect new call pattern. Role of Lab and Field Support was merged into one role in Section 2 and 6. No duties changed.		
<i>(signature/date on file)</i> R. Selvey 10/14/05 SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:

The only official copy is on-line at the SHSD IH Group website.
Before using a printed copy, verify that it is current by checking the document issue date on the website.

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Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input checked="" type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above		
Section/page and Description of change: Added Section 6.5.8 and 6.5.9 in response to a delay that had occurred in obtaining information in a emergency response drill.		
(signature/date on file) R. Selvey 12/02/05 SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:

Chemical HazMat Incident Emergency Response Report

Date:	Building:	Area/Room:
Time of Notification: _____ am pm	Time Arrive at Command Post: _____ am pm	Time Left Scene: _____ am pm
IHG Responder(s):	At scene:	At EOC:

Description of Chemical		
Description of Chemical Agent	___Solid ___Liquid ___Gas	Type of package:
	Color: _____ Odor: _____	
	Identity:	Concentration/Amount:
	Mode of dispersion	Current status of the material: ___opened ___covered ___dissipated

Description of site		
Description of Site	___Indoors ___Outdoors	
Ventilation	___Central HVAC ___Wall A/C	___Running ___Off ___Sealed
Access to site	___Barricaded ___Caution Tape ___Police Control	___Occupied: ___Evacuated:
Meteorological Conditions:	___Rain ___Sunshine ___Overcast Temp: _____ F C RH%_____	Wind Speed: Wind Direction:
Adequacy of Controls and Containment		
Extent of Known/suspected Contamination	Building	People

Chemical HazMat Incident Emergency Response Report

Interviews		
Victims/ Occupants	What does the container look like? How was it opened? What happened to you or others when exposed?	
First Responders	What type of exposure occurred to people? What type of condition are they now in?	
Signs/Symptoms in People	<input type="checkbox"/> Coughing <input type="checkbox"/> Burning Eyes <input type="checkbox"/> Vomiting <input type="checkbox"/> Nausea <input type="checkbox"/> Skin irritation <input type="checkbox"/> Skin Burns <input type="checkbox"/> Light Headed <input type="checkbox"/> Dizziness Other:	
Exposure to People	Airborne	Skin Contamination

Site Response Actions- Decontamination	
Decontamination Facility Set-up	Time Activated:
Decontamination Method	
Persons Decontaminated	

IHG Role & Response Actions		
Hazard Evaluation	Tour of Area Site Entry by IH: <input type="checkbox"/> yes <input type="checkbox"/> no Time:	
PPE	Respiratory Protection <input type="checkbox"/> SCBA <input type="checkbox"/> Air Line <input type="checkbox"/> PAPR-FF <input type="checkbox"/> Full APR <input type="checkbox"/> Half APR Cartridge:	Protective Clothing SUITS Level: A B C D GLOVES: FOOT: FACE:
Exposure Monitoring	<input type="checkbox"/> Direct Reading <input type="checkbox"/> Airborne Samples <input type="checkbox"/> Environmental Surface Wipe Samples <input type="checkbox"/> Personal Skin Wipes	Site Entry: <input type="checkbox"/> yes <input type="checkbox"/> no Time:
Monitoring Results		
Recommendation to Others	PPE FOR OTHER RESPONDERS: CONTAINMENT: CLEAN-UP: DECONTAMINATION: EVACUATION OF PUBLIC:	

Chemical HazMat Incident Emergency Response Pager Coverage

EOC - TECH SPECIALIST (ROOM 1)	344-7485
IH RESPONDER - CELL PHONE	356-5183
COMMAND POST MOBILE PHONE (CAR 1):	872-9251
EOC - CRISIS MANAGER ROOM	344-8622 (344-8623/ 344-8624 / 344-8625)
SAFEGUARDS AND SECURITY DESK	344-2238
FIRE RESCUE DESK	344-2222

Technical Specialists

Name	Work Phone	Work Pager/Cell Phone	Home Phone	Home Cell Phone
NICOLE BERNHOLC	2027	484-4458	689-7118	none
KENNETH ERICKSON	4935	484-9393	929-4990	none
FRED HORN	3451	453-5963 Pager/ 484-9391 Cell	288-0889	none
JOHN PETERS	7475	453-1561	722-5378	338-6195
DAVE ROBBINS	5789	662-2239	423-6045	none
BOB SELVEY	3066	453-1605 Pager 793-0283 Cell	698-2976	312-7405
CHRIS WEILANDICS	2593	484-9394	696-5013	none

Sample
To be maintained current
and revised as needed

IH Field & Lab Support

Name	Work Phone	Work Pager/Cell Phone	Home Phone	Home Cell Phone
EDWARD LACINA	3026	453-1569	893-5228	516-578-3706
RALPH WILSON	3900	453-4176	698-5813	875-2369
FIROZA ZANONI	4532	453-2492 453-6068	642-9704	516-523-3568
ROBERT PETRICEK	2028	453-6059	744-4879	none

Chemical HazMat Incident Emergency Response Pager Coverage

IH Group Emergency Response Pager Coverage 2005			
Primary Responder wears beeper during business hours, off-hours and weekends. Week changes on Monday at 8:30am. When Monday is a Holiday, the person on-call covers the Monday and exchanges on the next non-Holiday at 8:30 am. Primary Responder is responsible to find an alternate for any period over 1 hour of non-availability.			
	Week	Primary Responder (on-call)	Arranged Alternate
1.	2005		
2.	October 24-31	Bernholc	
3.	Oct 31- Nov 7	Peters	
4.	Nov 7-14	Robbins	
5.	Nov 14-21	Selvey	
6.	Nov 21-28	Horn	
7.	Nov 28-Dec 5	Weilandics	
8.	Dec 5-12	Erickson	
9.	Dec 12-19	Bernholc	
10.	Dec 19-27 (Tue)	Peters	
11.	Dec 27-Jan3 (Tue)	Robbins	

Sample
To be maintained current
and revised as needed

HP-IHP-105100

Safety and Health Services Division - Industrial Hygiene Group

Emergency Responder IH Roles Qualification Record

Qualification Criteria: Only persons of the Industrial Hygiene Group who have demonstrated competency in SHSD IHG SOP IH105100 to the satisfaction of the IH Group Leader, or designee, are authorized and allowed to respond to the CP, EOC, or IH Lab. Personnel shall be re-qualified at a frequency not to exceed three years. The qualification criteria to perform this procedure for SHSD includes demonstrated competency to the satisfaction of the IH Group Leader in the following areas:

- Knowledge of industrial hygiene practice (awareness level).
- Specific knowledge of this procedure.
- Demonstrated competency in performing this type of response.

Candidate Name	I agree to:	Qualification Number:
Signature	<ul style="list-style-type: none"> • Keep all of the qualifications listed below up to date (Use JTA to track compliance) • Follow all precautions and steps in the IH105100 and 105150 procedures. 	HP-IHP- 105100
_____ Technical Specialist _____ IH Lab Support _____ IH Field Support	Qualified By: <i>Robert Selvey</i>	Date of Qualification (Expires 3 years from this date)

Technical Specialist for HazMat Incidences:	
Criteria	Qualifying Standard
Emergency Response Procedures	HazWoper Section (q.) qualification via OSHA 40-hr.
	Web Class TQ-EP-015 <i>Incident Command</i>
	ESD form for EP-SOP-9.1 <i>Recovery and Reentry</i> Read and sign)
	EP-SOP-2.16 <i>Technical Specialist</i> . (Read and sign)
	IH105100 <i>IH Roles in Chemical HazMat Incidences</i>
	IH105150 <i>PPE for Emergency Response</i>
Respiratory Protection	OMC Medical Approval for SCBA & APR
	SCBA Class or Web Course
	SCBA Practical
	SCBA (Cairns) Face Piece Fit Test
	APR/PAPR Class or Web Course
	APR Full Face (North 7600) Face Piece Fit Test
Personal Protective Equipment	Web Course <i>Chemical Protective Clothing User</i> (HP-OSH-157)
Heat Stress Prevention	Web Course <i>Heat Stress Prevention</i> (TQ-Heatstress)
BNL Emergency Plan	Local Emergency Coordinator (GE-LEC)
	Emergency Planning and Response (GE-ENV-GET)
Chemical Safety	Hazard Communication Training (HP-IND-200)

IH Lab Support for HazMat Incidences:	
Criteria	Qualifying Standard
BNL Emergency Plan	IH105100 <i>IH Roles in Chemical HazMat Incidences</i>
	IH105150 <i>PPE for Emergency Response</i>
	Emergency Planning and Response (GE-ENV-GET)
Chemical Safety	Hazard Communication Training (HP-IND-200)

IH Field Support for HazMat Incidences:	
Criteria	Qualifying Standard
Emergency Response Procedures	IH105100 <i>IH Roles in Chemical HazMat Incidences</i>
	IH105150 <i>PPE for Emergency Response</i>
	HazWoper Section (q.) qualification via OSHA 40-hr.
Respiratory Protection	OMC Medical Approval for SCBA & APR
	SCBA Class or Web Course
	SCBA Practical
	SCBA (Cairns) Face Piece Fit Test
	APR/PAPR Class or Web Course
	APR Full Face (North 7600) Face Piece Fit Test
Personal Protective Equipment	Web Course <i>Chemical Protective Clothing User</i> (HP-OSH-157)
Heat Stress Prevention	Web Course <i>Heat Stress Prevention</i> (TQ-Heatstress)
BNL Emergency Plan	Local Emergency Coordinator (GE-LEC)
	Emergency Planning and Response (GE-ENV-GET)
Chemical Safety	Hazard Communication Training (HP-IND-200)

Exercise/Drills Training	
Emergency Services Drill or Actual Event	Participate in one or more per year
IH Group Table Top Drill or and/or Exercise Practice	HP-IHP-105100: Participate in one or more per year